

DELAWARE TRANSIT CORPORATION

POSTING NO 101-2018

POSITION VACANCY POSTING

DATE OF POSTING February 16, 2018

CLOSING DATE March 2, 2018

**METHOD OF APPLICATION: Employment Application**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **March 2, 2018.**

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POSITION #: 778 JOB CODE #: 175

POSITION TITLE Asset Management Coordinator

PAY GRADE 11 PAY RATE  PAY RANGE \$34,142.- \$42,678.  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Kent County DEPARTMENT Finance  
SECTION Fixed Asset

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CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR  8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday - Friday

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SUMMARY OF POSITION:

The Asset Management Coordinator is responsible for carrying out fixed asset coordinating, monitoring, and analyzing functions of the Delaware Transit Corporation, including reviewing and interpreting applicable laws and procedures to ensure compliance of all DTC fixed assets. Specific responsibilities include: preparing and submitting payment vouchers to DelDOT for reimbursement of Capital Project expenditures; data entry of all fixed asset purchases; completing monthly fixed asset schedule and reconciling payment vouchers to fixed asset purchases; preparing funding request memos to DelDOT Finance; ensuring all fixed asset-related accounting, record keeping, and reporting activities are carried out in accordance with Federal, State, and DTC regulations and procedures; ensuring that all fixed assets purchased statewide are tagged and recorded; monitoring and coordinating all fixed asset transfers/disposals; preparing title applications and ER1s for DTC vehicles purchases and disposals conducting statewide biennial physical inventory audit to comply with Federal regulations; assisting with yearly physical inventory of DTC fixed assets; and performs other duties as required. This position reports to the Fixed Assets/Project Grant Manager.

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**SEE PREFERRED QUALIFICATIONS ON SECOND PAGE**

**Preferred Qualifications:**

**Please address each Preferred Qualification separately.**

1. Experience in general and governmental accounting

**Applicants must detail all relevant experience in general and governmental accounting.**

2. Experience in interpreting and applying Federal and State laws and regulation as applicable to fixed assets

**Applicants must detail all relevant experience interpreting and applying Federal and State regulations.**

3. Experience with grant funding.

**Applicants must detail all relevant experience with grant funding.**

4. Experience with computerized accounting and financial management systems.

**Applicants must detail all relevant experience with accounting and financial software programs.**

JOB DESCRIPTION: AVAILABLE ON-LINE AT [www.dartfirststate.com](http://www.dartfirststate.com)

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EQUAL OPPORTUNITY EMPLOYER

**"Application must specifically address each Preferred Qualification"**

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: [www.dartfirststate.com](http://www.dartfirststate.com)**

# Delaware Transit Corporation

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Issued: April 17, 2005

Pay Grade: 11

Job Code: 175

## Asset Management Coordinator

**Summary of Job:** The Asset Management Coordinator is responsible for carrying out fixed asset coordinating, monitoring, and analyzing functions of the Delaware Transit Corporation, including reviewing and interpreting applicable laws and procedures to ensure compliance of all DTC fixed assets. Specific responsibilities include: preparing and submitting payment vouchers to DelDOT for reimbursement of Capital Project expenditures; data entry of all fixed asset purchases; completing monthly fixed asset schedule and reconciling payment vouchers to fixed asset purchases; preparing funding request memos to DelDOT Finance; ensuring all fixed asset-related accounting, record keeping, and reporting activities are carried out in accordance with Federal, State, and DTC regulations and procedures; ensuring that all fixed assets purchased statewide are tagged and recorded; monitoring and coordinating all fixed asset transfers/disposals; preparing title applications and ER1s for DTC vehicles purchases and disposals conducting statewide biennial physical inventory audit to comply with Federal regulations; assisting with yearly physical inventory of DTC fixed assets; and performs other duties as required. This position reports to the Fixed Asset/Project Grant Manager.

**Skills: Experience-based.** The Asset Management Coordinator position requires experience in general and governmental accounting, as well as experience in the interpretation and application of Federal and State laws and regulations. Familiarity with the grant funding process is desirable.

**Skills: Knowledge-based.** The Asset Management Coordinator requires expertise in technical accounting functions and related information technology. The incumbent must have knowledge of computerized accounting/financial management systems, including a functional knowledge of PeopleSoft. Knowledge must include the ability to perform accounting functions, auditing principles and procedures, and a clear understanding of Generally Accepted Accounting Principles (GAAP) and State and Federal reporting requirements.

**Exercise of Discretion:** The Asset Management Coordinator operates within a large and intricate body of general and public sector accounting principles, state and federal financial regulations and requirements, and related audit requirements. Much of the work of an Asset Management Coordinator will operate within a defined subset of these requirements. The Asset Management Coordinator makes daily functional judgments within the course of duty. This position has the latitude and resources to research and to contact directors, managers, and supervisors for resolution of questions or problems. The incumbent is also expected to make judgment calls in order to avoid inefficiencies. The Asset Management Coordinator will encounter situations that call for decisions in areas that are unique or where the regulations are conflicting or ambiguous. The incumbent must know when to make the judgments, and when to refer them to their supervisor for further discussion/decision. Confidentiality is essential.

## **Job Description: Asset Management Coordinator**

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**Complexity:** The Asset Management Coordinator duties involve technical complexity, centering largely around knowing and applying rules and processes established by DTC, DelDOT, DMV, and FTA. Complexity is added to this position when the incumbent must complete vehicle title work or work with auditors, in addition to completing day-to-day assignments. The application of electronic capabilities to the accounting operations adds to the complexity of the duties to the extent the Asset Management Coordinator must devise effective approaches.

**Supervision Received:** The Asset Management Coordinator operates under guidance from the Fixed Asset/Project Grant Manager, who establishes objectives, identifies priorities and makes regular assignments to the incumbent, but is expected to function with a minimum of supervision. The Grant Management Coordinator routinely reviews the incumbent's work for accuracy. The Asset Management Coordinator is expected to serve as a resource for fixed assets. Periodic audits and other formal reports are important avenues for oversight of the accounting function, although the supervisor may also review work as completed.

**Supervision Exercised:** The Asset Management Coordinator has no routine supervisory authority, although the incumbent may direct the work of accounting support staff. The incumbent serves to organize and maintain contact with DTC's Fixed Asset Liaisons.

**Scope and Impact:** The Asset Management Coordinator has direct influence on the quality of the Corporation's financial records. Correctly reconciling payment vouchers and monitoring fixed asset activity are critical to the fiscal viability of the Corporation, as improper processing can result in over- or under-budgeting. The Asset Management Coordinator has the capacity to influence important areas of the overall program. High-impact decisions must be reviewed and approved by the supervisor.

**Work Contacts:** The Asset Management Coordinator interacts regularly with DTC and DelDOT managers, particularly in their respective Finance departments. The incumbent also interacts with all levels of DTC employees when asset tagging new or existing DTC equipment. Contacts may also be necessary beyond DelDOT, including Federal and third party auditors. The incumbent can expect to be involved in routine sharing of information, as well as occasional problem-solving interactions with DTC managers.

**Working Conditions:** This position generally involves work in the incumbent's office at a particular location, with occasional statewide travel as required. The workday is generally regular, although extended workdays to meet external deadlines are not infrequent.

**Job Description: Asset Management Coordinator**

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	<b>Essential Personnel Policy HR-075.01</b>		<b>FLSA</b>
O	Level I		Exempt
	Level II	O	Non-Exempt